



# Kentucky Business License Information FAQ (Frequently Asked Questions)

The Business Information Clearinghouse (BIC) was created as a result of the business community's need for a central source of information regarding business licenses. All services are provided without cost.

The Business Information Clearinghouse does not issue licenses, keep records or register licensed businesses. Cities and/or counties maintain tax records for businesses operating within their limits, and municipalities can provide information confirming whether a business has been issued a local business license.

## **1. How do I get a business license?**

Kentucky has no such thing as "a business license" that covers every business activity. Kentucky has over 600 business license requirements for certain types of businesses. There are also businesses for which there are no state license requirements. Call the Business Information Clearinghouse (BIC) to determine your state license requirements, 502-564-4252 ext. 4317 or 1-800-626-2250 toll-free.

Local business licenses in general are obtained from the city in which you are transacting business.

## **2. How do I get a tax number?**

There are several types of tax numbers. If a business is planning to have sales, a Sales & Use Tax number (10A100) is required. Businesses having employees are required to obtain a Federal Employer Identification number (SS-4 form) along with a KY withholding tax number. The Business Information Clearinghouse can provide application forms to businesses for these numbers.

State Tax Forms – Kentucky Revenue Cabinet – 502-564-3306.

Federal Tax Forms – Internal Revenue Service – 800-829-4933.

## **3. How do I register my business name?**

The type of business structure determines where a business name (assumed name) should be registered. A Certificate of Assumed Name for sole proprietorships is filed with the County Clerk's office. Partnerships, Corporations or Limited Liability Companies must register their business names with the Kentucky Secretary of State, Corporations Division - 502-564-2848 or <http://www.kysos.com>



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### **4. What do I need to do to Incorporate or form a LLC? Do I need an attorney?**

You can Incorporate or form a LLC by filing Articles of Incorporation (Corporation) or Articles of Organization (LLC) with the Kentucky Secretary of State, Corporations Division. An attorney is not required, though it may be helpful to have the services of an attorney since there are a number of legal issues involved in establishing new businesses, new corporations and new LLC's. The only time you would be required to use an attorney would be if you wanted to hire someone to incorporate your business for you.

When someone else incorporates your business for you, he or she is considered to be practicing law and it is against the law for anyone other than a licensed attorney to practice law in Kentucky.

### **5. How do I check to see if a name is available for my Corporation or LLC?**

Name availability can be determined by contacting the Kentucky Secretary of State, Corporations Division at 502-564-2848. The Corporations Division can also be reached by fax at 502-564-4075. On-line searches can be completed on the Corporations Division Web page, <http://www.kysos.com>

### **6. If I have a state license, why do I need a city license?**

The state license you have is good statewide in Kentucky; however, you may need additional city licenses because you are doing business within city limits. State and city governments are separate entities and may have different licensing requirements. Separate county government requirements may also apply to your business.

### **7. How do I cancel my business?**

All you have to do to cancel your business is mail or fax a letter to the Kentucky Department of Revenue requesting that your business be cancelled. Be sure to sign and date your request and include the effective date of cancellation.

If your business structure is a Corporation, Limited Liability Company or Limited Partnership and you wish to terminate your business structure, you will also need to contact the Office of the Secretary of State at 502-564-2848 for appropriate papers.

### **8. What kinds of businesses are licensed?**

#### **a. Is a General Contractor's licensing required in Kentucky?**

There are no state requirements for general contracting, except for electrical, plumbing and HVAC contractors.

Kentucky Department of Housing, Building and Construction - 502-573-0364.

#### **b. Is a private investigator license required in Kentucky?**

Yes. Board of Occupations and Professions - 502-564-3296.



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### **c. Are Massage Therapists licensed in Kentucky?**

Yes. Board of Occupations and Professions - 502-564-3296.

### **d. Are Home Inspectors licensed?**

Yes. Kentucky Department of Housing, Building and Construction - 502-573-0364.

### **9. What if I am incorporated in another state and want to do business in Kentucky?**

File an Application for Certificate of Authority with the Kentucky Secretary of State's office.  
Which may be obtained by contacting:

Corporations Division  
Kentucky Secretary of State's Office  
The Capitol  
Frankfort, KY 40601  
502-564-2848  
Fax: 502-564-4075  
<http://www.kysos.com>

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